ENFORCEMENT STAFF INSTRUCTIONS CLEAN HARBORS' PAPERWORK FOR INVOICING PURPOSES ONLY

This information only pertains to the items needed in processing the payment of Clean Harbors invoices.

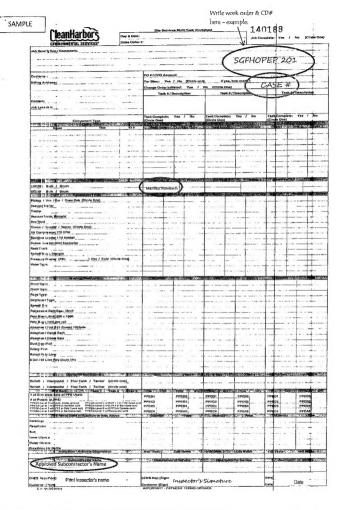
Supporting documents for an invoice:

- · Call sheet
 - Worksheet
 - Manifest, if any
 - Approved Subcontractor's Panerwork, if any
 - Miscellaneous: contracted items affecting the calculation of charges

Please ensure the accuracy of the information. Signing the paperwork means you authorized the items in that paperwork which will be billed to the City. If the items are not in the contract, there will be payment issues.

The following information are needed:

- Signatures on all the supporting documents including approved subcontractor's paperwork.
 - Manifest (2nd or additional pages -- there is no space for City staff to sign but for invoicing. CH will ask for your signature later on. Pls. sign the additional pages on the side or on top where it can be easily seen,)
- . WORK ORDERS and Council District (CD) No. (pls. sec next pages on where to write these; top right space of the worksheet, work order area on call sheet)
 - ✓ EOP Word Orders & CD # (Ask your supervisors for the most current list)
 - ✓ SSPAICID (routine and emergency)
 - ✓ New and special work orders
- Address (same on all documents)
- Date and Time (start, end, break)
- Name of staff, title and hours (start, end, breaks)
- · Truck, Supplies and Materials
 - Examples:
- o PPEs, if you asked for it, they will note and bill that on the invoice Description of work (No pick-up, needs to be specified what else was done)
 - Drums (type, size, quantity)
- Manifest no. needs to be written on the work sheet and call sheet
- Approved Subcontractor needs to be written on the work sheet and call sheet
- Other info that Enforcement needs such as the case no.
- > If CH used an approved subcontractor, please sign the subcontractor's paperwork and obtain a copy from them
- > If there are changes or additions by Clean Harbors later on, you will be asked to initial the change/s. If you approve the change/s, please initial and put the date you signed it.
- > All officers/inspectors' copies, including approved subcontractors' paperwork (stapled together) should be turned in to Cecille as soon as possible, preferably the same day you returned from the field. Pls. scan a copy for yourself.
 - . If we can't find your copy and you already scanned it, kindly print your copy, sign and date and provide us a copy. If you lose your carbon copy, you will be asked to review the vendor's copy, sign and date it.
- Manifest copies should go to Admin's (Fredricka's) inbox.



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CHES Employee taking call	JAVIER GABRIEL				& CD.
Department .			Mail Stop	1	
Bureau	Sanitalion		Work Or	SGFHOP	EP 201)
Division	Watershed Prote	ection Agency	Division a	7025	
Caller's Return Phone No.		Name			
Type of incident	Spill	Dump		Other	
Time of Incident	C) op.	ПРМ		ATA	
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City Representative's Martin	7 Prin	t inspector's name		-	
Signature of City Represent		ctor's Signature		-	
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FY 2017-18
ENVIRONMENTAL QUALITY PROGRAM (EQP) WORK ORDER NUMBERS
as of 05/14/2018

PROG	RAM	FUND	NO.	WO#	WO# NAME
		GF	100	SGFALLYP	CSLA ALLEY CLEANUP BY STORMWATER
		GF.	100	SGFCAMPP	CSLA ENCAMP CLEANUP BY STORMWATER
	1.00	GP	100	SGFALLYR	CSLA ALLEY CLEANUP BY SOLIDS
	Abandoned Waste	GF	100	SGFCAMPR	CSTA ENCAMP CLEANUP BY SOLIDS
	1.	GF	100	SGFNOBRE	CSLA NON-BOS RECECPTACLES BY SOLIDS
CLEAN STREETS LA		GF	100	SGFSUPP1	CSLA ABANDONED WASTE SUPPORT
	CleanStat	GF	100	SGESTATE	CȘIA CLEANSTAT BY SOUDS
	Clearata	GF	100	SGFSTRAR	CSUA RECEPTACIES ASSESS SOURS
		GF	100	SGFRECPR	CSLA RECEPTACLES BY SOLIDS
	Street Receptacle	GF	100	\$GFB(GBR	CSLA BIG BELLY BY SOLIDS
		GF	100	SGFTOYSR	CSLA TOY DISTRICT BY SOLIDS
		GF	100	SGFSKIDP	OHS SKID ROW ENCAMP BY STORMWATER
	5kid Row	GF	100	SGFSKIDR	OHS SKID ROW CLEANUP BY SOLIDS
	SKIG NOW	GF	100	5GFSKRRR	OHS SKID ROW RECEPTACLES BY SOLIDS
OPERATION HEALTH		GF	100	SGFSUPP4	OHS SUPPORT
STREETS		GP	100	SGFVENCP	OHS VENICE ENCAMP BY STORMWATER
	Venice	GF	100	SGEVENCE	OHS VENICE ENCAMP CLEANUP SY SOLIDS
		6F	100	SGEVENER	OHS VENICE RECEPTACIES BY SOLIDS
		GF	100	SGFSUPP4	OHS SUPPORT
USUC RIGHT OF WAY		GF	100	SGFHOPEP	HOPE TEAMS BY STORMWATER
(HOPE)	HOPE	GF	100	SGFHOPER	MORE TEAMS BY SOLIDS
		GF	100	5GFSUPP6	HOPE TEAMS SUPPORT

*All Special Fund WDBs have been closed. Please do not contictue charging to them

**That WGih should only be used for Council District specific work.

SKID ROW PERSONAL HYGIENE STATION	Trash Compactor for Skid Row Personal GF Hygiene Station	100	SGFSRPHS	SKID ROW PERSONAL HYGIENE STATION
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Manchester	SWRRE	508	SRMANPRO	LAWA MANCHESTER SQUARE BY SQUIDS
re Project	SPA	511	SSPACSLA	LAWA MANCHESTER SQUARE BY STORMWATER
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HUMAN RESOURCES DEVELOPMENT DIVISION TAIL CATE ATTENDANCE DOCTED

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